CUSTOM HISTORY REPORT WRITER

OVERVIEW

Event logs and historical data currently stored on the hard disk or in any Log.mdb database are available to view or print in History Report. Options allow the selection of any specific activity at a Location or all activity. Reports can viewed, printed or saved to a file in one of 25+ different file formats.

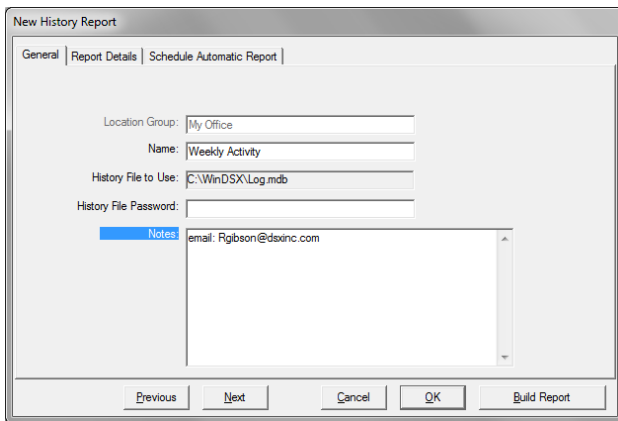Automatic Scheduled Reports can also be configured to be sent as an attachment via Email.

Figure 1 Report Configuration Screen

New History Report
- Choose the Location Group
- Name the report
- Identify the "History File to Use" if the activity is not in the default history database.
- Any History report that has been defined and saved, can be set to run automatically at predetermined times.

To Email Scheduled Reports
- Microsoft Outlook™ is required. Reports are saved in an .rtf file format and emailed as a .zip file.
- Each Report can be set to run up to twice daily on any or all days of the week.
- In the notes field of the General Tab, enter Notes: followed by the correct email.
- Additional email addresses can be added by placing a semi-colon then space before the next email address.
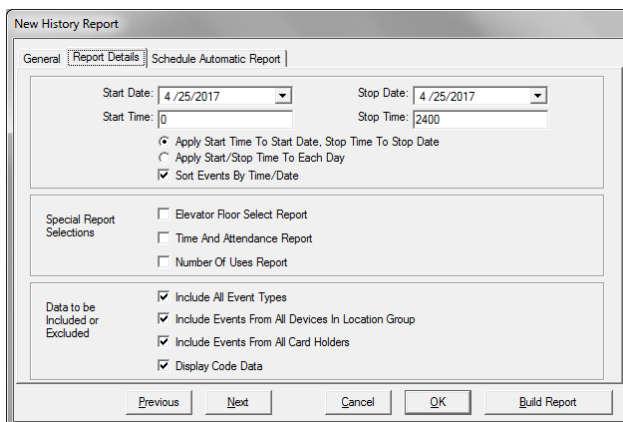 Example: Email:Rgibson@dsxinc.com; Djohnson@dsxinc.com

Figure 2 Report Details Screen

Report Details
- Select the relevant dates, times and parameters
- "Include All Event Types" and "Include Events from All Card Holders" will increase the time required for the report. You may de-select either or both of those parameters to increase speed.
- Predefined Reports including Elevator Floor Select, Time and Attendance, and Number of Uses are available.

Figure 3 Schedule Automatic Reports

Schedule Automatic Reports

Any History report that has been defined and saved, can be set to run automatically at predetermined times.

Each Report can be set to run up to twice daily on any or all days of the week.